



**TOWN OF MANSFIELD
HOUSING CODE BOARD OF APPEALS**

**MINUTES of REGULAR
MEETING** December
13, 2010

I. CALL TO ORDER

Chairman Richard Pellegrine called the meeting of the Town of Mansfield Housing Code Board of Appeals to order at 5:03 p.m. in Conference Room C at the Audrey P. Beck Building.

II. ROLL CALL

Members present: Richard Pellegrine, Brian McCarthy, William Briggs and David Spencer. Housing Code Enforcement Officer, Derek Debus and the Board secretary, Jennifer Thompson, were also present at the meeting.

Member absent: Will Big!

III. APPROVAL / REVISION OF MEETING AGENDA

Chairman called for motion to revise or approve the agenda, motion in favor to accept the agenda as presented was made by William Briggs and seconded by Brian McCarthy. All being in favor, motion passed.

IV. BUSINESS MEETING

a. Approval / Revision of Meeting
Minutes

Chairman called for a motion to accept or revise the minutes of the December 9, 2009 meeting. Motion was made by Brian McCarthy to accept the minutes and seconded by Richard Pellegrine. William Briggs and David Spencer abstained as they were not members of the Board at the time of the 2009 meeting. Motion passed.

b. Building & Housing Inspection Department
Report

Housing Code Enforcement Officer, Derek Debus, reported that no applications for appeals have been received to date for the 2010 year. Housing Code Compliance Certificates are valid for a period of two years. Inspections are on schedule and Landlords have been diligent in the abatement of any violations found during inspection. There was no change to the Code over the past year. The Parking Ordinance is now in effect. The Blight Ordinance continues to be enforced. Housing code complaints from Carriage House tenants range from 3 – 6 per year. Generally the Department receives 1 – 2 complaints per month overall, including from tenants for units which may be outside the zone. Inspection of units at Colonial Apartments is only on a complaint basis. There is no anticipation of expansion of the certification zone due to lack of staffing levels. Members of the Board noted that success of program compliance without appeal over four plus years is to the merit of the Building & Housing Inspection Department. All present agreed that the provision of an update report by an Enforcement Officer remain part of future meeting agenda.

c. Review / Approval of 2011 Regular Meeting Schedule

Secretary provided members with a proposed draft schedule, listing of the legal holidays in the state and 2011 calendar. All agreed to maintain a regular meeting schedule for the 2nd Monday of each month at 5:00 pm. It was noted that the January 10, 2011 meeting would have to be held at 5:30pm rather than 5:00pm due to conference room availability at Town Hall and the October meeting would be held on Tuesday the 11th as this would be the next business day following a holiday. William Briggs moved to accept the regular meeting schedule for 2011 as proposed, Brian McCarthy seconded. All being in favor, motion passed.

d. Selection of Chairman for 2010

Chairman called for nominations of new Chairman. Motion made by Brian McCarthy for Richard Pellegrine to continue service in this position, William Briggs seconded. All being in favor, the motion passed unanimously. Richard Pellegrine shall serve as Chairman of the Housing Code Board of Appeals for the 2011 year.

V. ADJOURNMENT

There being no further business to be presented to the members, William Briggs moved to adjourn the meeting, David Spencer seconded. Motion passed and the meeting adjourned at 5:22 p.m.

Respectfully submitted,
Jennifer Thompson, Secretary